



MEMORANDUM FOR: Executive Officer, Office of Data Processing/DDA
DDI Administrative Staff

STATINTL FROM : [REDACTED]
Chief, Information and Privacy Staff

SUBJECT : Computer Support Provided to the DDI Administrative
Staff; Privacy Act Implications

STATINTL 1. Following the 20 April 1977 conversation between [REDACTED] of
ODP and [REDACTED] of my staff, a determination was made that the intended
use of the computer support extended by the Office of Data Processing to
the DDI Administrative Staff did reflect on the character of CIA record
system #24, Supplemental Personnel (Soft) Files.

STATINTL

STATINTL 2. As a consequence [REDACTED] of ODP and [REDACTED]
of the DDI Staff were contacted. Clarifying data was received as to the
nature of the support. Action has been taken to amend certain necessary
entries in the system's description, as published in the Federal Register.

STATINTL

3. For your guidance, Section 3, Subsection (o) of the Privacy Act
has been interpreted to encompass such changes where the status and capability
of a system have been altered. In addition, a period of thirty days is
usually the minimum time allowed for the public to comment on a system change.
This time begins when "notice" is published in the Federal Register. This,
however, should not preclude the users from testing the proposed system
as changed.

4. A copy of the revised portions of the system is attached. Further
changes which are contemplated should be brought to the attention of IPS.

[REDACTED]
STATINTL

Attachment: a/s

* * * * *

CIA--24

System name: Supplemental Personnel (Soft) Files.

Change: Storage: Add: and magnetic disc.

Change: Retrievability: Add: office, and end date of assignment.

Change: Safeguards: Add: Access to information on magnetic disc is on limited need-to-know basis using controlled password identifier.

Change: Retention and disposal: Add: Information on magnetic disc is deleted by erasure when individual reassignment is completed.

Change: System Manager: Delete: The title; substitute: Chief, DDI Administrative Staff.

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[REDACTED]		25 Apr	[REDACTED]	
2	ODP				
3	DX-6				
4	C/MS info		25 Apr		
5	C/AS info		26 Apr		
6	File Privacy Act - O/D/OOP				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Copy to Applications } Done 4/25</p> <p>Attn [REDACTED]</p> <p>EO - See me phase -</p> <p>done [REDACTED]</p> <p>File</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[REDACTED] IPS/DDA [REDACTED]				4/22/77	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

STATINTL

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